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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

Function:

Board of Supervisors, Clerk of

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Minutes: a. Board meetings b. The board sitting as other boards c. Executive sessions (confidential pursuant to A.R.S. §38-431.03) d. Advisory boards, commissions and committees e. Audio or video recordings of meetings with transcribed written minutes		- - - - -	- - - - -	Perm Perm 3 3 3mo	Preserve pursuant to A.R.S. §39-101 Preserve pursuant to A.R.S. §39-101 After calendar year of meeting (Recommend NOT using audio or video recordings.) After calendar year created After date of meeting (recycle by re-recording or writing over is recommended)
2	Ordinances		-	-	Perm	Preserve pursuant to A.R.S. §39-101
3	Resolutions		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Monthly reports to the State Treasurer		-	-	5	After calendar year created
5	Annual report and statement to State Treasurer		-	-	5	After calendar year created Send copy of this report to ASLAPR, Research Division
6	Fee books / receipts		-	-	5	After fiscal year created (A.R.S. §38-411)
7	Special district files including open meeting public notices		-	-	3	After district dissolved
8	Financial disclosure statements		-	-	3	After term of office
9	Official oaths pursuant to A.R.S. §38-233 a. County Recorder's oath b. Other elective officials		- -	- -	5 -	After term expires Official copy filed in Recorder's office
10	Board of Equalization files: a. Tax roll correction orders b. Administrative appeals package		- -	- -	1 2	After board process ends After calendar year created Supersedes Schedule Dated: March 11, 1999

Approved by:

X [Signature]
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001

PART	CHAPTER	PAGE	DATE
TWO	5	15	11/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

Function:

Board of Supervisors, Clerk of

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
11	Franchises / licenses (utilities, cable TV, etc.		-	-	6	After expired or revoked
12	Liquor licenses / permits		-	-	2	After calendar year of board recommendation
13	Public notices and affidavits of publication pursuant to A.R.S. §38-431.02		-	-	2	After calendar year published
14	Deeds		-	-	3	After fiscal year property is disposed of
15	Bond files		-	-	3	After fiscal year bond is paid or retired
16	Budgets: a. Approved and appropriated b. Working files (including dept. requests, supporting documents, etc.)		-	-	Perm 3	Preserve pursuant to A.R.S. §39-101 After fiscal year submitted Send one copy of the budget to ASLAPR, Research Division.
17	Contracts: a. Real estate or construction b. Goods or services c. Individual employment d. Lease purchase of equipment e. Equipment (straight lease)		-	-	3 6 6 3 6	After asset disposed of (not less than 6 years after acquisition) After expired canceled or revoked After expired canceled or revoked After asset disposed of (not less than 6 years after acquisition) After expired, canceled or revoked
18	Insurance files		-	-	6	After expired, canceled or revoked
19	Intergovernmental agreements (IGAs)		-	-	6	After expired, canceled or revoked
20	Bequests (gifts documentation showing county ownership)		-	-	3	After asset is disposed of (not less than 6 years after acquisition)
21	Special district bond issue files		-	-	3	After bond issue retired
						Supersedes Schedule Dated: March 11, 1999

Approved by:

X *Shadye D. Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001

PART	CHAPTER	PAGE	DATE
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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

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Board of Supervisors, Clerk of

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
22	Sales tax reports (reported to State)		-	-	3	After fiscal year prepared or received
23	State compensation reports (reported to the State)		-	-	4	After fiscal year prepared
24	Treasurer's reports including board transactions, general receipts, charge-outs, etc.		-	-	3	After fiscal year received
25	Warrants and warrant registers		-	-	3	After fiscal year received
26	Nomination papers and petitions (required pursuant to A.R.S. §§16-311, 16-312 and 16-314)		-	-	2	After election *
27	Official election returns (required pursuant to A.R.S. §16-615)		-	-	6mo	After election*
28	Unofficial election returns (required pursuant to A.R.S. §16-616)		-	-	6mo	After election*
29	Election signature rosters (required pursuant to A.R.S. §16-617)		-	-	-	Transfer to Recorder pursuant to A.R.S. §16-170
30	Election precinct registers (required pursuant to A.R.S. §16-617)		-	-	6mo	After election*
31	Election abstracts of vote (required pursuant to A.R.S. §16-618)		-	-	6mo	After election*
32	Election condensed abstracts of vote (required pursuant to A.R.S. §16-619)		-	-	6mo	After election*
33	Tabulation of condensed abstracts (required pursuant to A.R.S. §16-620)		-	-	6mo	After election*
34	Election official canvass (required pursuant to A.R.S. §16-646)		-	-	2	After election.* (Forward certified permanent copy to the Secretary of State immediately following election.) Supersedes Schedule Dated: March 11, 1999

Approved by:

X *Shadeleen Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

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Board of Supervisors, Clerk of

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
35	Statements of contributions and expenditures by candidates at primary elections (required pursuant to A.R.S. §§16-905 to 16-907)		-	-	3	After term of office if elected; after election if not elected
36	Reports of collections and expenditures by campaign committee or other club or person (required pursuant to A.R.S. §§16-609 and 16-914)		-	-	3	After term of office if elected; after election if not elected
37	Statements of contributions and expenditures by a candidate at general or special elections (required pursuant to A.R.S. §16-913)		-	-	3	After term of office if elected; after election if not elected
38	Statements of collections, contributions and expenditures for a statewide referendum or initiative (required pursuant to A.R.S. §16-916)		-	-	3	After election.
39	Annual reports of special taxing districts except those exempted pursuant to A.R.S. §48-251 C.		-	-	Perm	<p><i>* All records relating to the election of any federal official must be retained for 22 months from the date of the election. (U.S.C. §42-1974; P.L. 86-449)</i></p> <p>Preserve pursuant to A.R.S. §39-101</p> <p>Send copy of this report to ASLAPR, Research Division</p> <p>Supersedes Schedule Dated: March 11, 1999</p>

Approved by:

X *Shirley Ann Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001